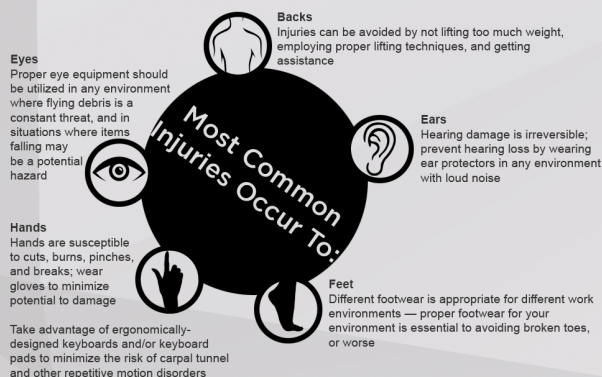
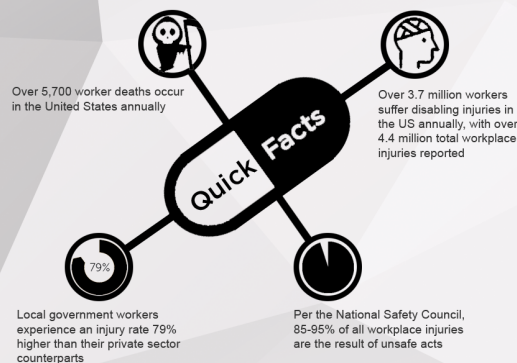


OFFICE SAFETY

Offices are safe places to work, but many hazards exist that cause thousands of injuries and health problems annually. Even a low rate of work-related injuries can have a serious impact on employee safety.



We will only achieve the level of safety performance that we demonstrate we want to achieve. The common belief that "it won't happen here" or "it won't happen to me" must be discarded — it can happen here, and it can happen to you.



Positive behaviors, such as following work rules or policies should be recognized and commended immediately. Commendation and promotion of positive behaviors are likely to result in the act recurring

Unacceptable behaviors, such as an employee failing to use personal protective equipment, should be corrected immediately. Correction should be done privately, and should specifically designate the unacceptable behavior



Employees should be responsible for reinforcing and correcting behaviors all the time. The more people we have looking out for one another, the more likely we are to eliminate unsafe acts

Employees should never knowingly do something hazardous or unsafe, and should not get complacent in performing repetitive tasks. Proper attention should be given to every task, and unsafe conditions should be reported



Staying Safe Off the Job

Safety practices learned at work are meant for your protection and the protection of anyone around you. Shortcuts should not be taken just because you're off the job — the same practices you employ to stay safe on the job should be used anywhere else.



The National Safety Council reported that 90% of all worker deaths and 2/3 of all disabling injuries suffered by workers occurred off-the-job



Driving

- Practice defensive driving
- Do not speed
- Keep vehicles in safe condition
- Adjust driving for adverse weather conditions
- Use seat belts
- Obey all laws



Slips, Trips & Falls

- Use ladders properly
- Clean up spills
- Maintain proper lighting
- Use stairway handrails
- Don't stand on desks, chairs, etc. to reach high items
- Practice good housekeeping



Fire

- Install smoke detectors
- Have an accessible fire extinguisher
- Inspect residence for fire hazards
- Develop and practice an escape plan



Hazardous Chemicals

- Keep cleaners, disinfectants, medications, etc. in original containers and away from food
- Know how to contact poison control
- Keep all hazardous materials away from children



Hazardous Chemicals

- Lift with the legs
- Keep the load close to the body
- Use a lifting device or get help with heavier loads



Firearms

- Keep firearms locked and ammunition stored safely from firearms
- Use gun locks or a safe



Electric Shock

- Avoid wet areas when working with electrical tools
- Use ground fault circuit interrupters whenever possible

**UTAH
COUNTIES
INDEMNITY POOL**

This infographic is based on the UCIP Risk Awareness Program training courses *Office Safety*, *Off-the-Job Safety*, *Behavior Based Safety*, and *Changing Unsafe Behavior*, as well as the LocalGovU course *Preventing Accidents in the Workplace*.

Log in to your UCIP member account and your LocalGovU account for more information on these important safety topics.

LocalGov